

## Department of Planning, Zoning and Wetlands



August 22, 2018

Commonwealth of Virginia  
Virginia 9-1-1 Service Board  
Attn: Dorothy Spears-Dean  
101 N. 14<sup>th</sup> Street, 16<sup>th</sup> Floor, James Monroe Bldg.  
Richmond, VA 23219

### **RE: Request for Reimbursement**

Dear Dr. Spears-Dean:

On September 28, 2016 I applied for the FY18 PSAP Grant Program in the amount of \$15,950.00 to purchase a Laptop and ArcGIS Software for NG-911 mapping. I had waited a few months and believed I saw that Mathews County had been approved for this grant on the VITA website. At that time, I contacted my VITA representative (Mr. Hornbaker) and asked if he could provide me with the approval letter.

Mr. Hornbaker then contacted the grant manager, Lisa Nicholson, and asked her to provide me with the approval letter. I received an e-mail with the approval letter (dated January 24, 2017) attached to the e-mail (attachment 1). At that point, I thought that the grant had been approved and proceeded to order my laptop and ArcGIS license.

I had talked to Ms. Nicholson quite a few times with questions regarding how the grant worked in reference to how I should pay for items, how I would be reimbursed, and the possibility of substituting items that had been approved in the grant. At no point in our conversation did she ever indicate that there might be a problem with any reimbursements on the grant.

I submitted the approval letter to the County Administrators Office to place on the agenda to go before the Board of Supervisors to appropriate the money and assign a line item to charge all my purchases.

I had difficulty finding the Grant Payment Request Form and with the help of Mr. Hornbaker was able to fill it out and submit it on-line. I submitted the request with copies of all paid invoices attached and e-mailed it to Ms. Nicholson on January 26, 2018 (Attachment 2). I waited and waited for the reimbursement and finally contacted Ms. Nicholson who said she had processed it and it had gone to "accounting" and the money would be sent to the Treasurer, Mathews County. I contacted our Treasurer and notified her that a payment would be coming from VITA in the amount of \$6,300.00.

804.725.4034 office  
804.725.7249 fax  
mathewscountyva.gov

50 Brickbat Road | P.O. Box 839 | Mathews, VA 23109

BE HERE  
 **MATHEWS**

I spoke to Mr. Hornbaker regarding the trouble I was having regarding the grant reimbursement money. He sent an e-mail to Ms. Nicholson and asked her to give me an update on the status of the drawdown request.

Apparently, when Ms. Nicholson followed up on my request, she was told that Mathews County had never been awarded the grant and when Mr. Hornbaker had asked her to send me the award letter she just sent one out and backdated the letter to January 24, 2017. She then called to inform me that the letter was a mistake. Shortly after that, Mr. Hornbaker also called to explain everything and asked if I understood. I immediately informed my Director, Thomas Jenkins, and told him I would find out what I needed to do to get reimbursed. Mr. Hornbaker suggested I write a letter explaining the chronology of events and request any assistance from the 9-1-1 Service Board with help on reimbursements for money I had already spent. Mr. Hornbaker did speak with Mr. Marzolf, the VITA ISP Director, who explored various ways he could help, but; unfortunately, he could not find any way to reimburse the money administratively.

I am requesting that the 9-1-1- Services Board place this request on their agenda at the next Board Meeting. I am asking for a reimbursement in the amount of \$6,300.00 to cover the items I have already purchased.

Any assistance you can give me will be greatly appreciated. Please feel free to contact me if you need any additional information.

Sincerely,



Elizabeth O. Whitley  
Zoning Technician

Attachments

1. Award Letter dated January 24, 2017
2. 18-092 PSAP Grant Payment Request Form with paid invoices.





# COMMONWEALTH of VIRGINIA

## Virginia 9-1-1 Services Board

January 24, 2017

Jeffrey D. Stern  
Chairman  
VDEM

Dorothy Spears-Dean  
PSC Coordinator  
(804) 416-6201

Jim Junkins  
Vice Chairman  
Harrisonburg-  
Rockingham ECC

Terry D. Mayo  
Board Administrative  
Assistant  
(804) 416-6197

David A. Von Moll  
Treasurer  
Comptroller

Richard C. Clark  
Chief of Police  
City of Galax

Terry Ellis  
Virginia Cable  
Telecommunications  
Association

Danny Garrison  
Richmond Ambulance  
Authority

Dennis E. Hale  
Chief of Fire & EMS  
Dinwiddie County

Honorable Kevin W. Hall  
Sheriff of the City of  
Covington

Diane Harding  
Verizon Wireless

Robert Layman  
AT & T

Anthony McDowell  
Fire Chief  
Henrico County

Jeffrey T. Merriman  
Verizon Communications

Lee W. Miller III  
Captain  
Virginia State Police

Nelson P. Moe  
CIO - VITA

Kathleen Seay  
Hanover County

Jolena Young  
Twin County

Megan Peterson  
Office of the Governor

Dear Mathews PSAP:

I am pleased to advise you that the Virginia 9-1-1 Services Board has approved your FY18 grant request. You have been awarded \$15,950 for your Individual PSAP Mapping Systems project, Grant ID 18-092. Funding for this grant award will be available beginning July 1, 2017.

The Grant Payment Reimbursement Process is described in the [PSAP Grant Guidelines](#). Payment will be made on a reimbursement basis only for allowable project costs. ISP staff has already advised grant awardees of any non-allowable items that were included in their grant applications; however, grant awardees are financially responsible for any non-allowable items that are submitted for reimbursement. If you are unsure whether or not a purchase will be reimbursed, particularly with CAD and NG9-1-1 GIS projects, please consult your Regional Coordinator or me before making the purchase.

All funding requests must be submitted on the [Grant Payment Request Form](#). Invoice(s) that support the amount requested should be attached to the form at the time it is submitted in order for the request to be processed. Furthermore, a [Progress Report](#) is required after completion of the first year of the grant award period. When the project is completed, a [Grant Closure Form](#) is needed to close out the grant award. Finally, grant payment requests will be held until all required reports are received. This includes annual True-ups, or any other document required by the Board.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Congratulations on your grant award!

Sincerely,

*Lisa Nicholson*

Lisa Nicholson 804-416-6202  
Public Safety Program Manager

*Lyle* 804-545-9910

*Attachment 1*



## PSAP GRANT PAYMENT REQUEST FORM

Date Submitted by PSAP

PSAP Name

**PSAP EIN**

PSAP Address

Grant YEAR and ID Number

**Contact Name**

Contact Email/Telephone Number

14-Nov-17	INSTRUCTIONS:	
Mathews County	<p>Please complete form in Excel format and submit the Excel form separate from the supporting documentation within the same</p> <p><a href="mailto:PSAPGRANTS@VITA.VIRGINIA.GOV">PSAPGRANTS@VITA.VIRGINIA.GOV</a></p>	
50 Brickbat Road (P.O. Box 839), Mathews, VA 23109		
FY 18 18-092		
Liz Whitley		
804-725-4034		

[illegible]

<b>TOTAL REIMBURSEMENT:</b>	<b>\$6,300.00</b>
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ISP USE ONLY			VITA FINANCE USE ONLY		
Invoice #:	Date Received:	Date Processed:	VITA Accounting Approval:		
Award Balance After Pmt:	Amount to be Returned to Fund:	Date Received:	VITA A/P Approval:		
PSC Program Manager Approval:			COMMENTS:		
Fund: 0928/09009	Cost Code: 702	Program/Subprogram: 712-02	Object Code: 1436		
ISP Cost Center Approval:		Date Approved:			
COMMENTS:					

Attachment 2





380 New York Street  
Redlands, CA-92373  
Phone: (909) 793-2053

Invoice : 93359875  
Order : 3284952  
Customer : 17943  
Customer PO : QUOTE WHITLEY  
P.O. Date : 10/11/2017  
End User : 17943  
Project :

Document date : 10/13/2017  
Delivery : 81888393  
Contract : 2009MPA2064

County of Mathews

**Bill to:**

Elizabeth O. Whitley  
County of Mathews  
Planning & Zoning Dept  
P.O. Box 839  
Mathews VA 23109-0839

**Invoice**

Page : 1

**Ship to:**

Elizabeth Whitley  
County of Mathews  
Planning & Zoning Dept  
50 Brickbat Rd Ste 208  
Mathews VA 23109

For questions regarding this document, please contact Customer Service at 888-377-4575.

Terms of payment: Net Due 30 days, no discount

The line items included in this transaction are governed exclusively by the terms of the above-referenced contract, if any, or, where applicable, Esri's standard terms and conditions at [www.esri.com/legal](http://www.esri.com/legal).

Item	Qty	Material Number	Price
10	3	93198 ArcGIS Desktop Basic Single Use License	4,050.00
20	1	93168 ArcGIS Spatial Analyst for Desktop Single Use License	2,250.00
Item Subtotal			6,300.00
Total:			USD 6,300.00

Invoice 93359875  
Vendor ESRI  
Amount \$6,300.00  
Acct# 4-1002081000-2102  
Approved by *Thomas D. Jensen*

FEIN: 95-2776732

DUNS/CEC: 06-313-4175 CAGE: OAMS3

Please detach lower portion and return with remittance



Elizabeth O. Whitley  
County of Mathews  
Planning & Zoning Dept  
P.O. Box 839  
Mathews VA 23109-0839

**Remit Payment to:**

Environmental Systems Research Institute, Inc.

**By Check:**

P.O. Box 741076  
Los Angeles  
CA 90074-1076

**Electronic Instructions:**

Bank: Bank of America  
Wire ABA: 026009593  
ACH ABA: 121000358

Acct#: 1496150335

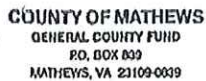
Invoice: 93359875

Order: 3284952

Payer: 17943

Document Date: 10/13/2017

Total: USD 6,300.00



29948

DATE \_\_\_\_\_

AMOUNT

11/16/2017 \$\*\*\*\*\*6,300.00

**PAY**

TO THE  
ORDER  
OF:

SIX THOUSAND THREE HUNDRED DOLLARS 00CENTS\*\*\*\*\*

ENVIRONMENTAL SYSTEMS  
RESEARCH INSTITUTE INC  
P O BOX 741076  
LOS ANGELES CA 90074-1076

*N. Polina Conner*  
*M. J. Stewart*

[illegible]

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE

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20171124  
1496302357 -  
318 LAC-741076

CR PAYEE ACCT  
LACK END GTD  
BANK OF AMERICA